



## Admissions Policy

Waverley Christian College exists as a school community to provide Christian education to a generation of young people that will encourage them to progress as confident, responsive, interdependent and inspired learners that will enable them to impact the community, our nation and the world for the Lord Jesus Christ.

It is the intention of the College to work with Christian families by supporting them and reinforcing Biblical values and standards of conduct. The College aims to see students engaged in meaningful learning experiences that will enrich their lives and help them to know God and understand their place in the world. It is our desire to see each student discovering and developing their gifts and abilities, using these to bring honour to God and benefit to society in sacrificial service for others.

Accordingly, only those students who will enhance the fulfillment of the College's mission will be admitted to the College. The College will admit students of any race, gender, national or ethnic origin and will not refuse admission purely on the basis of financial hardship.

It is the policy of the College to enrol only children from Christian homes who are themselves Christians; where the student and at least one parent is involved in regular fellowship in a local church; who accept the Bible as God's Word and who are willing to submit to its principles as final authority.

In practice, this will mean that each student will be committed to regular and active involvement in a local church and will honestly endeavour to set a positive example with their actions, behaviour and speech as a worshipful response to God's grace in our lives and consistent with His expectations of Christian community. We recognise the "fallenness" of humanity and the resultant broken relationships that can occur because of our sinful nature and we encourage an openness to transformation in our lives by the Holy Spirit (through His grace) that restores ourselves to Him and to each other.

Waverley Christian College is committed to an enrolment policy that is consistent with our vision and values and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy, Child Safe and immunisation legislation.

### ADMISSIONS PROCEDURES

Families seeking admission to the College should review information on the College's website, including the College Prospectus, Enrolment Agreement, Terms and Conditions of Enrolment, Parent Code of Conduct, Privacy Notice and Fee Schedules.

The Application for Enrolment Form should be completed and submitted to the College with the required documentation as requested on the Application for Enrolment Form.

The relevant Application Form should be used:

- Local Student: Australian citizens, permanent residents, or persons with appropriate resident status; or
- Overseas Student: A person who holds, or is included in a visa that permits the visa holder to travel to Australia for the purpose of undertaking a course provided by an educational establishment, or a bridging visa attached to a substantive visa with those provisions. Overseas Student visa subclasses include 500, 570, 571, 572, 573, 574, and 575.

The Application for Enrolment Form must be signed by both biological parents of the prospective student. If otherwise, copies of supporting documentation should be provided, for example, court order/s, documentation evidencing legal guardianship, etc. The College only accepts complete applications, which include the relevant signatures and all supporting documentation requested on the Application Form.

Due to the substantial demand for places, a waiting list is maintained when places are not immediately available. Applications are recorded on the waiting list according to the date that the application is received by the College. The child will automatically continue on to the waiting list for the next year and each subsequent year until a place arises, unless the College is advised that a place is no longer required. Where a family decides not to proceed, that application will be cancelled and any subsequent application will be considered with a new application date. The College reserves the right to refuse an application or remove an application from the waiting list where it is inconsistent with the College's ethos, faith or values.

New families and students seeking admission into the College will be interviewed by the Head of School or their representative. The interview process seeks to ensure prospective families and students are in harmony with the principles and vision of the College as a Christian school. The interview also provides the opportunity for an explanation of College policies. Families may be required to provide updated documentation prior to interview, for example a pastoral reference letter from the church that the family is currently attending, most recent school reports, medical reports, etc.

Interviews are offered in the order of when applications are received, with preference offered at the discretion of the College, to the following:

1. Siblings of students currently attending the College ("Current Family Priority")
2. Siblings of students who will commence at the College in the following year ("Current Family Next Year Priority")
3. Children whose parents (a) are full-time or part-time employees of the College and (b) have parental responsibility for that child ("Staff Priority")
4. Students who previously attended the College for a period of at least two years, or whose sibling attended the College for a period of at least two years ("Returning Student Priority" or "Returning Family Priority")
5. Children whose parents (a) are past students of the College and (b) have parental responsibility for the child ("Alumni Priority")

Places offered as a result of the above priorities may be withdrawn by the College in the following circumstances:

- Where a sibling's place was offered as a result of "Current Family Priority", and that current student does not continue at the College in the year of the sibling's entry
- Where a sibling's place was offered as a result of "Current Family Next Year Priority", and the student with the confirmed place does not commence at the College in that year
- Where the child's place was offered as a result of "Staff Priority" and the parent is no longer a staff member in the year of the child's entry

Both parents are required to attend the enrolment interview, along with the prospective student. Where a sibling of the prospective student is already attending the College, an enrolment interview is typically only required where the prospective student is seeking admission in the Secondary school, or where advised by the College. Only one parent may be required to attend with the prospective student.

All offers of enrolment are made at the absolute discretion of the College. Enrolment decisions are based on a range of information and factors, and determined on a case-by-case basis.

The College may obtain further information regarding the child, for example by conducting reference checks with the child's previous/current school or church, in order to determine whether to make an offer of enrolment.

Overseas students are required to demonstrate a satisfactory level of English language proficiency prior to enrolment, and must live with a parent or blood relative for the entire duration of their enrolment at the College. Please refer to the Overseas Student Information Booklet for further information.

Parents will be notified of the outcome of the enrolment interview in writing. In order to accept the child's place at the College, a signed Enrolment Agreement together with a non-refundable Acceptance of Enrolment fee must be received by the due date advised on the letter.

Enrolments in Kindergarten are only confirmed upon receipt of an Immunisation History Statement from the Australian Immunisation Register evidencing up to date immunisations within the two months prior to the child commencing in Kindergarten. By law, an Immunisation History Statement from the Australian Immunisation Register must be provided to enrol in primary school.

All newly enrolled students are admitted on probation for their first semester. Their progress will be reviewed before their second semester. Enrolments are subject to the Terms and Conditions of Enrolment.

### **Continuing Enrolment Advice**

Each year, parents are required to indicate their willingness or otherwise, to continue their children's education at the College, as well as complete church attendance information. This procedure assists in maintaining the spiritual focus of the school community, and in the management of Year Level waiting lists. It is the College's expectation that families maintain regular and ongoing church attendance as an expression of their Christian faith.

### **DEMOCRATIC PRINCIPLES**

The programs of, and teaching in Waverley Christian College support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

## **PRIVACY**

The College will collect, use and disclose personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable completion of the enrolment process and if successful, the purpose of administering and maintaining a continuing enrolment.

Please refer to the Privacy Policy on our website for more information.

## **RELATED POLICIES AND PROCEDURES**

Enrolment Agreement and Terms & Conditions of Enrolment

Parent Code of Conduct

Privacy Notice

Privacy Policy

Overseas Student Information Booklet

<b>SMT member to review</b>	Principal	<b>Date reviewed</b>	July 2019	<b>Review cycle</b>	2 years
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